

**STATE OF ALABAMA
DEPARTMENT OF INSURANCE
Purchasing Groups**

SPECIAL INSTRUCTIONS FOR FILING PREMIUM TAXES

CONTENTS OF PACKET

1 Form No. ID – 14

**1 Annual Registration Transmittal Form—Form PH, this item only due by January 1 of each year.
Please mail to the address on the Transmittal Form.**

FILING OF PREMIUM TAXES AND FEES

At this time, the Alabama Department of Insurance does not have an EFT account. The Department has established a lockbox operation for the receipt of ALL Premium Taxes and Fees. Premium Taxes and Fees should be mailed to one of the addresses below. It is the responsibility of the Purchasing Group to see that Filings are timely and mailed to the correct address.

The Premium Tax shall be “paid first by the insurance source, and if not by that source, by the agent or broker for the Purchasing Group, and if not by the agency or broker then by the Purchasing Group, and if not by the Purchasing Group then each of its members.” If the Purchasing Group places business with a risk retention group, the risk retention group shall be liable for the payment of premium taxes. However, if the risk retention group failed to pay the premium tax the Department can require the payment of premium tax in the order of responsibility.

If the business is written through a non-admitted insurance company, not being a risk retention group, there is potential for payment as just mentioned, however, if there is a licensed surplus lines broker involved in the transaction, the surplus lines broker is primarily responsible for the premium tax.

PREMIUM TAX RATE

The Tax Rate when payment is made by the agent or broker for the Purchasing Group, the Purchasing Group itself, or the individual members of the Purchasing Group is 4%.

FILING REQUIREMENTS – Form No. ID – 14: Premium Tax due dates.

All registered Purchasing Groups in the State of Alabama shall within 90 days after the date such insurance was procured, continued or renewed, file the Form No. ID – 14 along with the tax payment to the Department. Failure to file Form No. ID-14 along with the tax payment to the Department could result in administrative charges being brought against you or removal from the registry and interest penalties on your late payment.

**POSTAL SERVICE
Alabama Department of Insurance
c/o Compass Bank
P. O. Box 830691
Birmingham, AL 35283-0691**

**COURIER OR EXPRESS SERVICE
Alabama Department of Insurance
c/o Compass Bank
701 South 32nd Street
Birmingham, AL 35233**

ALL FILINGS WITH THE ALBAMA DEPARTMENT OF INSURANCE MUST BE MAILED BY THE U. S. POSTAL SERVICE OR COURIER. HAND DELIVERY IS NOT ACCEPTABLE.